



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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June 19, 2003

TO: Agency Budget Officers
Agency Directors

FROM: Marty Brown, Director
Office of Financial Management

SUBJECT: TEMPORARY EXPENDITURE AUTHORITY

Because allotments for the new biennium are not due to the Office of Financial Management (OFM) until July or August, agencies are granted temporary authority to expend funds and incur obligations, with the exception of capital projects as noted below, for the three months beginning July 1, 2003. Of course, it is still important that agency expenditures be consistent with 2003-05 legislative appropriations and not exceed the monthly estimates assumed in the allotment.

For capital appropriations, agencies must still receive prior allotment approval from the Office of Financial Management before incurring expenditures or obligations. However, agencies are granted temporary authority to expend funds and incur obligations for the three months beginning July 1, 2003 for projects within the agencies' reappropriations and for costs associated with agency staff and administration of their capital programs. Any major capital project obligations that need to be made before the initial allotments are submitted and approved must be reviewed and approved by OFM on a case-by-case basis.